

Village of Butler Police Department

Lieutenant/Detective Position Announcement

The Village of Butler Police Department is currently accepting applications for a Lieutenant/Detective position. The Lieutenant/Detective is the second in command of the department and responsible for oversight of all investigations. In addition to the supervisory responsibilities, the LT/DET. is responsible for filling patrol shifts on occasion. See the Lieutenant/Detective job description for additional information.

The Village of Butler is a small community (approximately 1.5 mile square) in Waukesha County with a population just over 1800. The Village shares a border with Milwaukee County and our neighboring communities include Brookfield, Menomonee Falls, Wauwatosa and Milwaukee. The department consists of 8 full time sworn officers (2 command staff and 6 patrol officers) and provides 24/7 coverage to the citizens of the Village. When the department is at full staffing levels, the Lt/Det. work schedule will be a late power shift, allowing for the direct supervision of 2nd and 3rd shift. The Lt/Det. will also have scheduling flexibility to facilitate investigations and other supervisory duties.

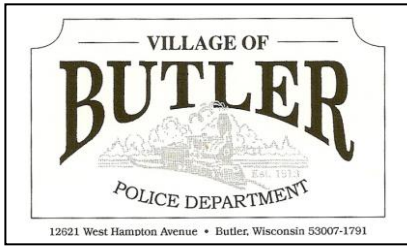
The starting wage range is \$72,000 – \$74,000, depending on qualifications. The Village also provides an excellent health insurance package without a yearly deductible and a competitive vacation and holiday schedule. The Village of Butler is a Wisconsin Retirement System participant and the Lt/Det. is a non-represented position and will have a written contract with the Village.

The hiring process will include several interviews and a possible written test. The projected starting date no later than July 15, 2016. All applications, resumes and cover letters are due by Friday May 27, 2016. The first round of interviews of successful candidates will be held on June 3, 2016.

Thank you for your interest in this position and please contact me with any questions you may have.

David Wentlandt

Chief of Police
Village of Butler
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Butler, WI 53007
Office: 262-781-2431
Dispatch: 262-446-5070
dwentlandt@butlerwi.gov



Butler Police Department Lieutenant/Detective Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police

GENERAL STATEMENT OF DUTIES

The Police Lieutenant/Detective is "Second in Command" of the Butler Police Department and answers directly to the Chief of Police and under the general direction of the Chief of Police. The Police Lieutenant/Detective is responsible for the patrol operations and is also chief investigative officer for the Butler Police Department. Police Lieutenant/Detective will assist the Chief of Police in the efficient, effective operation of the police department as well as remain responsible for the enforcement of all laws, ordinances and regulations. The position of Police Lieutenant/Detective will also be responsible to assist the Chief of Police (herein referred to as "Chief") in training, certification and operational effectiveness and the command and control of all department personnel and assist in maintaining and monitoring the care and maintenance of departmental equipment and facilities. The Police Lieutenant/Detective is a second shift (2p – 12a), uniformed, working Lieutenant/Detective (at times, plain clothes will be worn, pursuant to investigations). The Police Lieutenant/Detective will be required to maintain a shift within the current shift rotation. In the absence of the Chief of Police, the Lieutenant/Detective shall assume command of the entire department operation as Acting Chief. The Lieutenant/Detective must be in regular emergency contact with the department and Chief of Police and shall carry a department issued cell phone at all times both on duty and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Butler Police Department. Shall promote departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
2. Shall direct the day to day department patrol and/or investigative activities of subordinates and provide for the direct supervision and evaluation of subordinates.
3. Shall direct and assign the work force. This includes the review, and evaluation of daily reports, daily logs, and daily activity complaints, and the assignment of appropriate and applicable follow up. The Lieutenant/Detective shall keep the Chief informed on assigned follow up and on the status of pending cases.

The Lieutenant/Detective ensures that all reports are forwarded in a timely manner to their proper destination.

4. Shall assist the Chief in the supervision, direction, evaluation, and coordination of all sworn and non-sworn personnel of the Butler Police Department. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness, and quality of service.
5. The Lieutenant/Detective shall have the authority to recommend the hiring, promotion, transfer, discipline, termination or discharge of employees.

This includes the authority to conduct internal investigations, handle citizen complaints, make necessary and appropriate disciplinary recommendations regarding personnel matters, and the authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

6. Shall assist the Chief with internal investigations and citizen complaints against Butler Police Department personnel.
7. Under direction of the Chief of Police shall:
 - a) Create personnel training criteria and guidelines
 - b) Make recommendations regarding policies, budgets, equipment and personnel requirements
 - c) Be responsible for the dissemination of information within the department
 - d) Identify work conditions which need improvement
 - e) Promote "teamwork" and a "continuous improvement" initiative
 - f) Assist with the development, implementation, and coordination of community policing initiatives
8. Shall maintain records on training & firearms qualifications.
9. The Lieutenant/Detective shall assist the Chief in representing the Butler Police Department as a 'liaison' at various meetings and community functions. These meetings would include those associated with law enforcement agencies, Public Safety, Village Board, School, and any other civic and/or public group approved and/or requested by the Chief of Police. The Lieutenant/Detective maintains regular communication with the Chief of Police regarding department activity.
10. Shall coordinate operations with federal, state and local agencies when applicable.
11. Shall respond to calls for service from the community in the absence of a shift patrol officer. The Lieutenant/Detective is a sworn police officer and shall take enforcement action when required.
12. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and procedure guidelines,

13. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Ordinance/laws, and/or Charter of the Village of Butler.
14. Shall attend department required training and maintain a minimum of 30 hours of approved supervisory/investigative training per year.
15. Shall perform any and all other duties as assigned by the Chief of Police.
16. Shall be responsible for overseeing all investigations of suspected criminal activities and/or other investigations as directed by the Chief of Police.
17. Shall be responsible for review of all incident, investigative, arrest, narrative reports, and police files completed by reporting officers. Shall suggest appropriate follow up and/or make investigative recommendations to the Chief of Police. Shall manage all investigations to insure the cases be referred to the Waukesha County District Attorney's Office, municipal arrest/citation or closed without arrest
18. Shall act as department liaison with any multi-jurisdictional investigation or effort involving this department, always maintaining a high level of courtesy and professionalism.
19. Shall plan investigations and assign patrol officers to assist in the investigation as needed. Provide assistance and guidance to patrol officers as deemed necessary and appropriate.
20. Conducts Interviews with witnesses, victims and suspects. Compiles and reviews data and evidence. Prepares accurate and detailed reports in timely manner.
21. Shall testify in court as summoned.
22. Assist in preparing training guidelines for patrol officers. Shall evaluate training programs and specialized training schools and make recommendations to the Chief of Police as deemed appropriate.
23. Whenever a crime of great magnitude or importance or a matter of serious departmental concern is reported, he/she shall immediately advise the Chief of Police of the facts pertaining thereto according to departmental policy.
24. Acts as department spokesman as directed by Chief of Police.
25. Shall have the ability to perform all duties of patrol (See Police Officer Job Description) and perform any other duties as assigned by the Chief of Police.
26. Shall report to the Chief of Police in a timely manner, current case status, case load, planned investigations, itinerary information, etc. Shall keep the Chief of Police informed of any and all department investigations.

KNOWLEDGE AND ABILITIES

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to supervise and motivate others.

4. Ability to maintain an effective working relationship with Chief, Public Safety Committee, Village Administrator, and all other department employees.

QUALIFICATIONS

1. Associate Degree at the time of the posting required.
2. Minimum 5 years work experience as a full-time law enforcement officer.
3. Supervisory or Detective experience preferred.
4. Must possess a valid Wisconsin Drivers License.
5. Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.



Employing Agency

APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT, JAIL OR SECURE DETENTION OFFICER

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle)			Social Security Number
Address (Apartment, Street, P.O. Box)			Home Telephone Number ()
City	State	Zip Code	Work Telephone Number ()

Are you over the age of 18? ☐ Yes ☐ No

Are you a United States citizen? ☐ Yes ☐ No

Do you have a valid Wisconsin driver's license? ☐ Yes ☐ No

Do you have a valid driver's license from another state? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No
If yes, please attach a separate sheet giving full information

Have you completed at least 60 college credits? ☐ Yes ☐ No

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ-LE-331) is available at www.wilenet.org.

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High Schools					
College					
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving

4. MILITARY SERVICE

Branch of Service	Month/Year Served From	To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name	Number of Years Acquainted
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	
Name	Number of Years Acquainted
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	
Name	Number of Years Acquainted
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

For questions A-C, attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information provided and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicant's signature:

Date signed:

Under the provisions of section 19.36, Wisconsin Statutes,
I request that my identity as an applicant for the position of _____ not be revealed
without my consent or until required under law.

Applicant's signature:

Date signed:
